eMARS 410 Cash Receipt Processing



Customer Resource Center

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Table of Contents

Prerequisites 6 Learning Objectives 6 Changes and Improvements 6 eMARS Implementation 6 Document Code Crosswalk 7 2 - Processing Cash Received 7 Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 12 Document Referencing 13 Fund and Detail Accounting 13 Posting 14 Workflow and the Approval Process 15 Deposit Process 15 Deposit Process 16 3 - Session Summary 17 Review Questions 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 6 - Ap	1 – Orientation	5
Changes and Improvements 6 eMARS Implementation 6 Document Code Crosswalk 7 2 - Processing Cash Received 7 Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Payment Order subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 12 Document Referencing 13 Fund and Detail Accounting 13 Posting 14 Workflow and the Approval Process 15 Deposit Process 15 Deposit Process 15 Deposit Process 15 Session Summary 17 Review Questions 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 4 - Create a CR document using Copy Forward from an RE 35 <	Prerequisites	6
eMARS Implementation 6 Document Code Crosswalk 7 2 - Processing Cash Received 7 Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Accounting 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 13 Document Referencing 13 Fund and Detail Accounting 13 Posting 14 Workflow and the Approval Process 15 Deposit Process 15 Osession Summary 17 Review Questions 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 4 - Create a CR document using Copy Forward from an RE 35 Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 - Approve a CR document from your Worklist 45		
Document Code Crosswalk 7 2 - Processing Cash Received 7 Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Payment Order subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 13 Document Referencing 13 Fund and Detail Accounting 13 Posting 14 Workflow and the Approval Process 15 Deposit Process 15 Deposit Process 16 3 - Session Summary 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 4 - Create a CR document using Copy Forward from an RE 35 Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 - Approve a CR document from your Worklist <td< th=""><td>Changes and Improvements</td><td>6</td></td<>	Changes and Improvements	6
2 - Processing Cash Received 7 Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Payment Order subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 13 Document Referencing 13 Fund and Detail Accounting 13 Posting 14 Workflow and the Approval Process 15 Deposit Process 15 Session Summary 17 Review Questions 17 Exercise 2 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 - Approve a CR document from your Worklist 45		
Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Payment Order subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 13 Document Referencing 13 Fund and Detail Accounting 13 Posting 13 Workflow and the Approval Process 15 Deposit Process 15 3 - Session Summary 17 Review Questions 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 4 - Create a CR document using Copy Forward from an RE 35 Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 - Approve a CR document from your Worklist 45	Document Code Crosswalk	7
Entering Cash Receipts into eMARS 8 Header 8 Vendor 9 Payment Information subsection 11 Reference Information subsection 11 Payment Order subsection 11 Accounting 12 Event Types and Requirements 12 Accounting Templates 13 Document Referencing 13 Fund and Detail Accounting 13 Posting 13 Workflow and the Approval Process 15 Deposit Process 15 3 - Session Summary 17 Review Questions 17 Exercise 1 - Create a Cash Receipt 20 Exercise 2 - Create a Template for a new CR document 25 Exercise 3 - Process a CR document for multiple revenue sources 29 Exercise 4 - Create a CR document using Copy Forward from an RE 35 Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 - Approve a CR document from your Worklist 45	2 - Processing Cash Received	7
Header		
Payment Information subsection		
Payment Information subsection	Vendor	9
Reference Information subsection		
Accounting		
Event Types and Requirements	Payment Order subsection	11
Accounting Templates	Accounting	12
Document Referencing	Event Types and Requirements	12
Fund and Detail Accounting	Accounting Templates	13
Posting		
Workflow and the Approval Process	Fund and Detail Accounting	13
Deposit Process		
3 - Session Summary17Review Questions17Exercise 1 - Create a Cash Receipt20Exercise 2 - Create a Template for a new CR document25Exercise 3 - Process a CR document for multiple revenue sources29Exercise 4 - Create a CR document using Copy Forward from an RE35Exercise 5 - Process Electronic Funds Transfer (EFT) Receipt41Exercise 6 - Approve a CR document from your Worklist45		
Review Questions		
Exercise 1 – Create a Cash Receipt	3 – Session Summary	17
Exercise 2 – Create a Template for a new CR document	Review Questions	17
Exercise 3 – Process a CR document for multiple revenue sources. 29 Exercise 4 – Create a CR document using Copy Forward from an RE 35 Exercise 5 – Process Electronic Funds Transfer (EFT) Receipt 41 Exercise 6 – Approve a CR document from your Worklist 45	Exercise 1 – Create a Cash Receipt	20
Exercise 4 – Create a CR document using Copy Forward from an RE	Exercise 2 – Create a Template for a new CR document	25
Exercise 4 – Create a CR document using Copy Forward from an RE	Exercise 3 – Process a CR document for multiple revenue sources.	29
Exercise 5 – Process Electronic Funds Transfer (EFT) Receipt		
Exercise 6 – Approve a CR document from your Worklist45		
· · · · · · · · · · · · · · · · · · ·		
	· · · · · · · · · · · · · · · · · · ·	









eMARS Cash Receipt Processing

1 - Orientation

The Cash Receipts process records money received by the Commonwealth. Money can be received in the form of check, cash or electronic funds transfer (EFT).

A receipt transaction represents one of five business events:

- Customer pays bill a customer is billed for services provided by the Commonwealth by processing a Receivable (RE) document. A CR referencing the RE document is processed to recognize the cash collection of the previously recognized revenue. The corresponding receivable is therefore closed, if the full amount is received.
- Vendor returns refund a CR document can be processed to recognize a reduction of expense/expenditure. This may occur when the Commonwealth has submitted overpayment for goods or services to a vendor.
- Customer pays for cash sale a CR document can be processed to recognize receipt of revenue without reference to a receivable transaction. For example, a CR document can be processed to recognize cash received directly from any source.
- Customer pays for goods and services not yet performed a CR document can be processed to recognize a deferred revenue liability. This may occur when the Commonwealth has received cash in advance of earning the revenue.
- Repayment of Loan, investment principal or other asset.

Cash Receipt processing allows you to enter accounting events that record all monies collected, including collections against outstanding receivables, customer accounts, and cash collections with no document or customer account reference. It supports cash collection for all customer types (invoice, statement, and both), miscellaneous customers, and summary receivables.

The Receipt process is initiated by the agencies that receive money, and final approval is done by the Treasury who deposits the money into the bank. From the time agencies receive the money and process a CR document until the CR is pending approval, the cash is not available to the user agencies for disbursement. Once a cash receipt transaction is recorded and approved by the agencies, funds are routed to Treasury for deposit.

After a CR document is submitted, the user completes a CR Transmittal form which accompanies the money to the Treasury. The Treasury accepts the money and performs the necessary steps for deposit to the appropriate accounts.

Online inquiries provide the ability to track which receivables have been paid by the customer and which are still outstanding. The eMARS security setup ensures that agencies only see their own transactions online.

This class teaches you to process a Cash Receipt (CR) document and an EFT Receipt to record money received by the Commonwealth.





Prerequisites

You should complete the following courses before continuing:

- eMARS 101 Introduction to eMARS
- eMARS 110 Chart of Accounts

Learning Objectives

At the conclusion of this session, you will be able to:

- Process Cash Receipts
- Create a Template for the CR document
- · Process an EFT receipt
- Process payment against a Receivable (RE) document
- Approve a CR document from a Worklist

Changes and Improvements

The current business processes will not significantly change with eMARS implementation. Some of the changes include:

- The CR document replaces the C1 document currently used for EFT deposits.
- The CR document has a field that allows you to select the type of deposit (Cash or EFT). Checks are entered into the system as Cash.
- Workspaces have been set up to allow easier access to documents and tables used to process Cash Receipts.
- You can enter up to 20 characters in the CR document ID but if auto-numbering is used, only 10 characters are used.

eMARS Implementation

Fiscal Year 2006 Cash Receipts may be entered into MARS through, July 05, 2006.





Document Code Crosswalk

The following table displays Cash Receipt document codes currently used by end-users in MARS and the corresponding new Cash Receipts document codes in eMARS.

Business Process	MARS		ness Process MARS eMARS		eMARS
Current	Document Code	Description	Document Code	Description	
Invoice to a Customer	RE	Receivable			
Modify a Receivable	RM	Receivable Credit Memo	RE	Receivable	
Receive Funds Electronically	C1	Receipt (Electronic Deposit)	CR	Cash Receipt	
Receive Cash or Check	CR	Cash Receipt	CR	Cash Receipt	

2 - Processing Cash Received

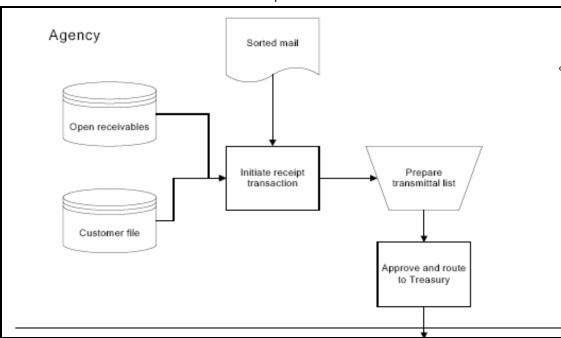
The CR document is used to record all money collected from a variety of sources as well as money collected against outstanding vendor/customer receivable balances.

The Cash Receipt Process can:

- Reference a receivable line
- Reference a receivable without a line reference
- Reference a customer account
- Reference a disbursement document for vendor refunds (i.e., automated disbursement check, manual warrant)
- · Record a straight cash collection to increase revenue
- Record a prepayment against a customer account
- Record a security deposit against a customer account
- Record a Non-Sufficient Funds check (Treasury use only)







Cash Receipt Process Flow

Entering Cash Receipts into eMARS

Cash receipts can reference a receivable line, a receivable or a customer account, regardless of the customer type (invoice, statement or both). Revenue from multiple sources can be recorded on one CR document. The most common use of a CR document is to record the collection of earned revenue.

The CR document has three major sections which are accessible from the secondary navigation panel. There are multiple subsections under each section.

Header

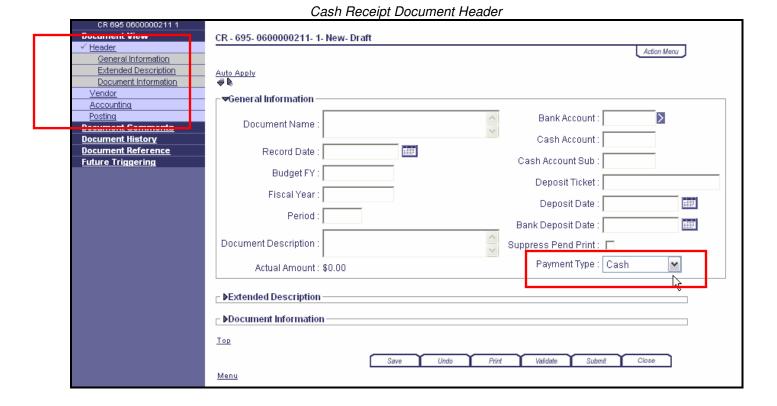
The Header contains information common to all lines, such as date of record, budget fiscal year, accounting period, bank account code, payment type, and document total.

Under most conditions, you leave the BFY blank. If left blank, the BFY, FY, and Period fields will default to the current fiscal year and accounting period. The only time these fields may need to be coded on a document is during the "Two Book" period in early July when there are two fiscal years open. In order to code a document to the old fiscal year during this time, the user must code the old fiscal year in the Fiscal Year field and code "13" in the Period field. If these fields are left blank in July, they will default to the new fiscal year and Period 1.

When selecting Payment Type, all receipts are entered as Cash except for EFT. If the Payment Type is set to Cash, the Deposit Ticket field and Deposit Date on the CR document will be populated after Treasury has approved and created the deposit ticket. If the payment type is EFT, the agency will enter the deposit ticket number and deposit date. The deposit ticket number for EFT receipts will be the same as the Document ID.







Vendor

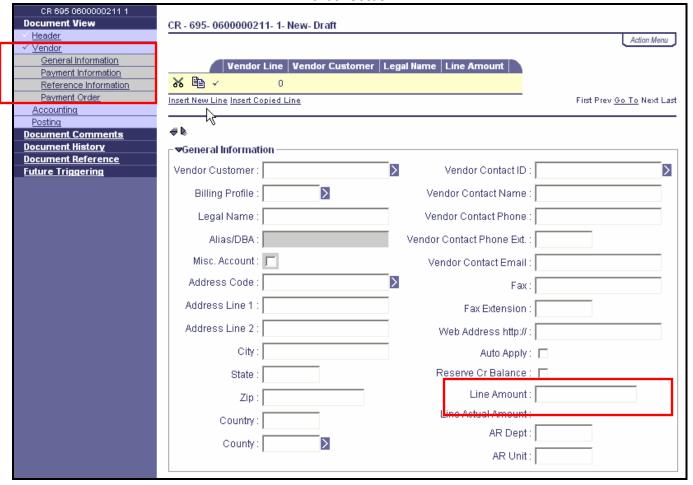
From the Vendor section you enter information for the source of the revenue. Fields in the Vendor section include vendor/customer code and billing profile. Cash entries and EFT do not require an entry of Vendor information as multiple entries may be made on one CR. However, you must click Insert New Line and enter the total amount of the revenue transactions in the Line Amount field.





eMARS 410 - Cash Receipt Processing

Vendor Section







Payment Information subsection

From the Payment Information subsection of the Vendor section additional payment information is entered if a single Check or EFT is recorded. Checks are entered as cash, so a check number is not required; however, on EFT receipts, an EFT number (or name) is required by the system in the Payment Information subsection. Any number or name can be entered up to 21 characters.

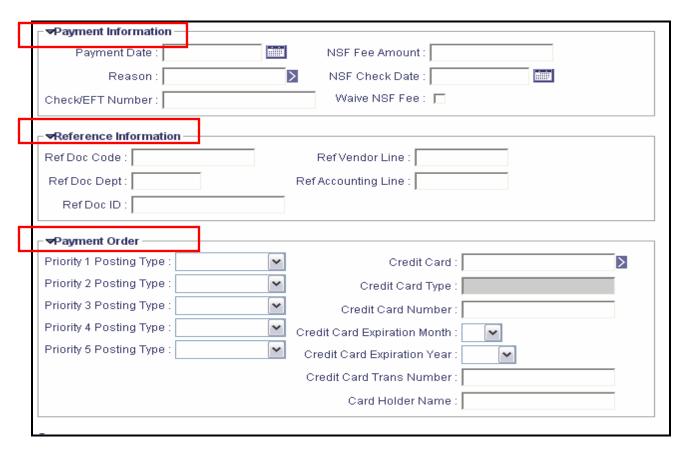
The Treasury uses Cash Receipt documents to record NSF payments. The NSF process is not changed in eMARS.

Reference Information subsection

In the Reference Information subsection, information about the reference document for this customer and reference accounting line can be entered. These are optional fields.

Payment Order subsection

The Commonwealth will not use this subsection.

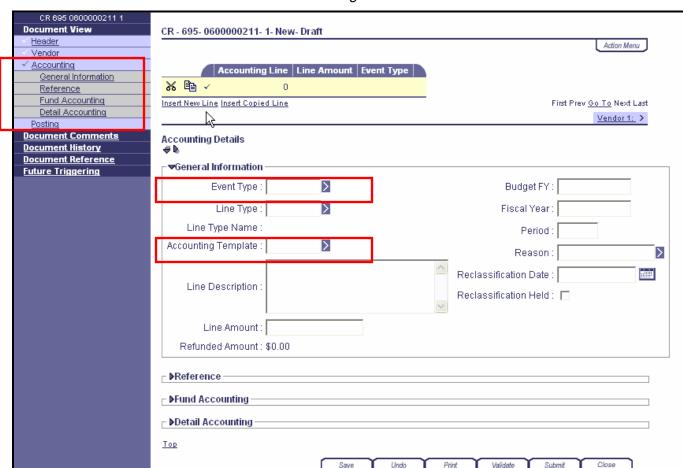






Accounting

The Accounting section contains event type and account distribution information for the payment entered.



Accounting Section

Event Types and Requirements

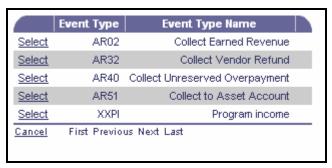
Event Types are used on the accounting line and signify what posting codes will be used, while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system.

You can either enter the event type or it defaults for a document code where a default event type is defined. The default Event Type for a CR document is **AR02** (Collect Earned Revenue). You can select an event type and name combination from a pick list for a particular document code. The system will never default an event type over one entered by a user. If the data entered is not correct for the event type, you will receive an error message.





Event Types used with the CR document



Accounting Templates

The use of accounting templates will simplify the entry of accounting information. An Accounting template is selected from the Pick List in the Accounting General Information subsection. The template will automatically populate the appropriate accounting element fields.

Document Referencing

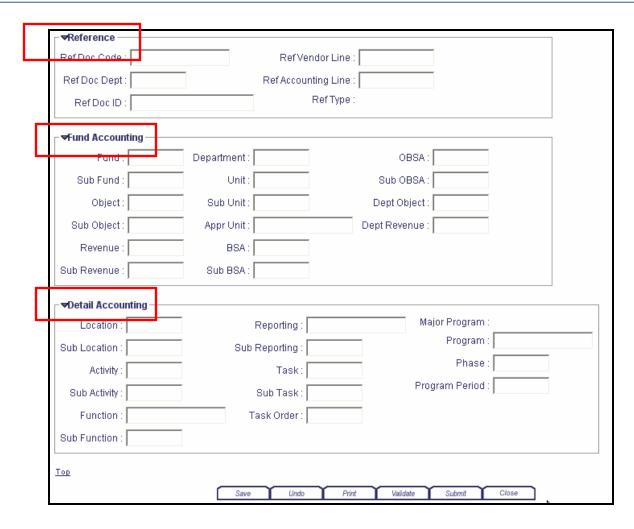
Document referencing is selected from the Reference subsection of the Accounting section. You enter specific document information, vendor line or accounting line to reference the application of cash received.

Fund and Detail Accounting

Entries in the Fund Accounting and Detail Accounting subsections record the fund, department, Unit, Revenue source and other accounting elements for the Accounting Line entry. The use of accounting templates simplifies the entry of accounting information in the Fund and Detail Accounting subsections.







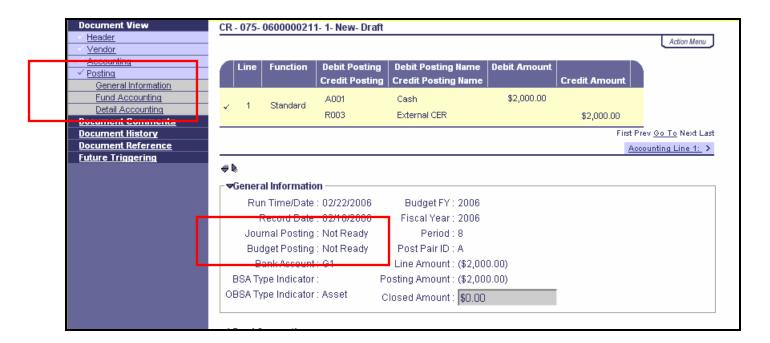
Posting

When the document has been validated, you can view the accounting lines to see how the transaction will post to the Accounting Journal. Select Posting from the Secondary Navigation panel while you are in the document to view the results.

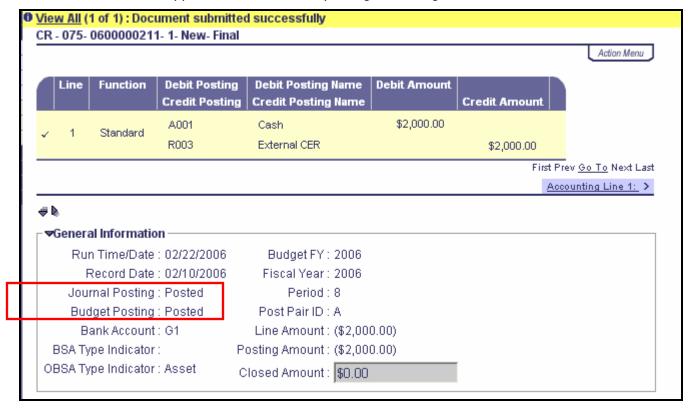
While the document is in Draft or Pending Approval, the journal posting will indicate Not Ready.







Once the document is approved and Final, the posting will change to Posted.



Workflow and the Approval Process

Workflow routes certain documents through approval stages based on system parameters. When a user submits a document, eMARS will automatically validate the document. If no errors are





encountered at that time, then the document will successfully submit into workflow, ready for the first approval level. If no errors are encountered upon the last approval of the document, the document is approved and posted to "Final". However, if errors are encountered upon final approval, eMARS will automatically remove ALL approvals from the document and place the document back in "Draft" phase pending the submitter's corrections. The corrected document will have to be submitted again and all approvals applied.

Workflow routes the CR document through approval stages by assigning it to Worklists for the appropriate approvals. A Worklist contains a listing of all documents assigned to you or to your team requiring approval. Documents submitted during training will go immediately to Final but in production, the documents will enter workflow for approval. You will practice approving a document in Exercise 6.



Deposit Process

The Cash Receipt process is not complete until the Treasury has deposited the money in the bank. Once you have completed the CR and submitted it, complete a CR Transmittal Form to accompany the money to the Treasury. The Treasury accepts the cash/check and signs a copy of the CR Transmittal Form. The Treasury requires that the transmittal form include the following information before they can properly process a cash deposit:

- Department Name/Number
- Date/Time of Transmittal
- Cash Receipt Number
- Total \$ Amount of CR
- Total \$ Cash

The CR Transmittal Form can be found on the eMARS website located at http://finance.ky.gov/internal/emars





3 – Session Summary

We have discussed the Cash Receipt (CR) document and its use in the business processing of revenue in the Commonwealth. Cash, checks or EFT funds are processed using the CR document. The CR replaces the C1 document currently used in MARS. Accounting templates are used to simplify the entry of accounting data on the Cash Receipt document.

Once approved, the CR records the money and allocates it to the proper fund accounting strip. The final step in the receipt process is after the agency completes the CR transaction for Treasury to deposit the funds in the bank.

Review Questions

Question #1

A Cash Receipt (CR) document is always approved by the Treasury to record the receipt of cash, checks or EFT transactions. True or False?

Question #2:

You can only create a CR if you have a Receivable (RE) document in the system. True or False?

Question #3:

A CR document must reference a vendor or customer for the funds to be properly recorded. True or False?

Question #4:

What is the purpose of validating a document?

Question #5:

Once an Agency completes a CR document, the money is automatically deposited in the bank account indicated on the document. True or False?

Question #6:

A document template can be beneficial for the following reason:

- A. To copy forward to the next stage of the document processing
- B. To send to Worklist so that you don't have to send the original
- C. As the basis for a new document with the same accounting strip for documents you use repeatedly





Exercises

NOTE: These exercises may also be run within the eMARS Learning Environment. For access please see the eMARS website (http://finance.ky.gov/internal/emars/

- Exercise 1 Create a Cash Receipt (CR) document
- Exercise 2 Create a Template for a new CR document
- Exercise 3 Process a CR document with multiple revenue sources
- Exercise 4 Create a CR document using Copy Forward from a RE document
- **Exercise 5** Process EFT Receipt
- **Exercise 6** Approve a CR document from your Worklist



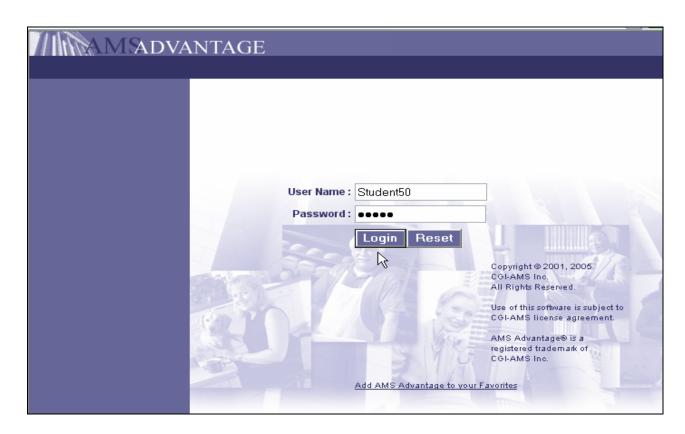


Exercises – Logging In to eMARS

You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID from your Student Card. NOTE: User Names are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.



The Home Page appears.







Exercise 1 – Create a Cash Receipt

Scenario

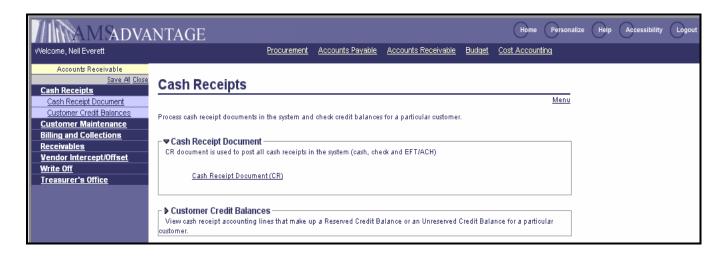
Funds have been received and need to be entered into the system using a Cash Receipt (CR) document.

Task Overview

You are logged in to eMARS using your student ID and password. You will create a CR document to record money received.

Procedures

- 1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
- 2. Select Cash Receipt Document (CR) from the Cash Receipt Document section.

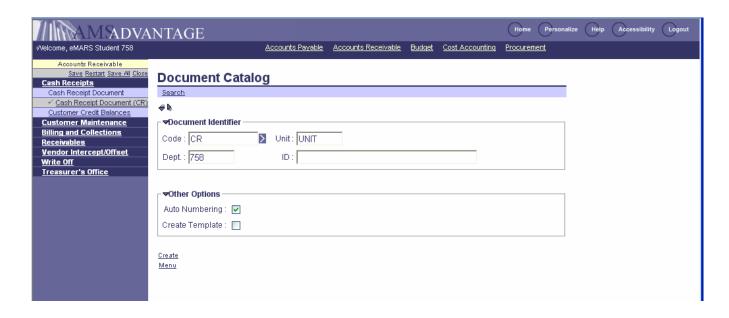


3. The **Document Catalog** opens to the CR Document list. Click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	CR
Dept	See Student Card
Unit	Unit
Auto Numbering	Check auto Numbering. This will system-generate a Document ID







4. Click Create. The new CR document opens to the General Information section.

NOTE: Make a note of the Document ID to use in the next exercise.

5. Enter the following information:

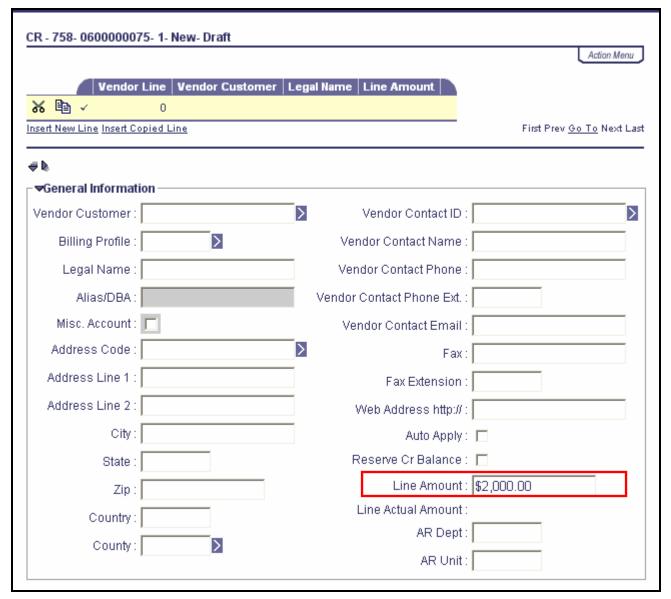
Required Fields	Values
Document Name	Optional
Document Description	Optional
Bank Account	Choose G1 from the pick list
Payment Type	Cash

- 6. Click the **Vendor** section from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
- 7. Enter \$2000 in the Line Amount field.





Cash Receipts - Vendor Section



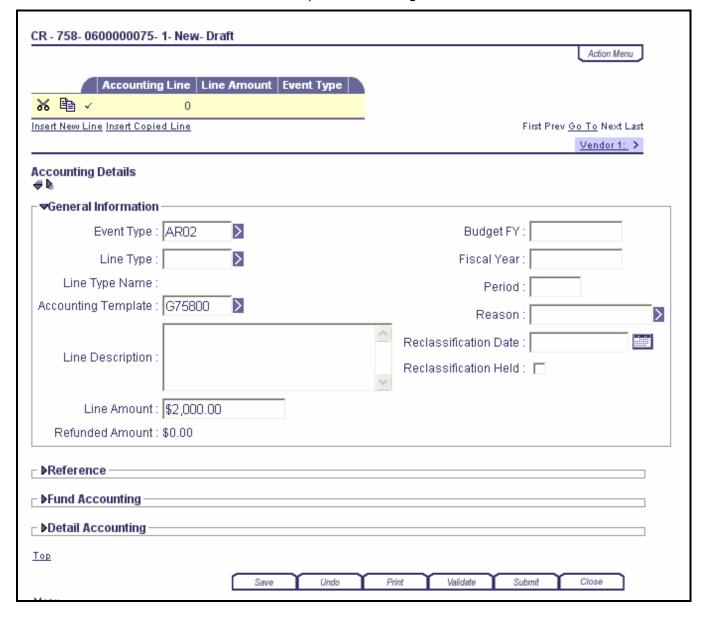
- 8. Click the **Accounting** section from the Secondary Navigation panel. The page opens to the Accounting Details General Information section.
- 9. Click **Insert New Line**. A new page opens to Accounting Details General Information section.
- 10. Enter the following information in General Information:

Required Fields	Values
Event Type	AR02
Line Amount	\$2000
Accounting Template	See Student Card





Cash Receipts - Accounting Section



11. Open **Fund Accounting**. Enter the **Revenue** code from your Student Card.

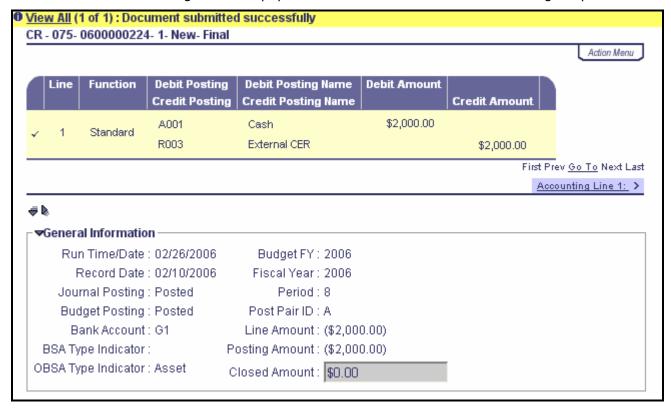




- ▼Fund Accounting —		
Fund : 0100	Department : 075	OBSA:
Sub Fund :	Unit : UNIT	Sub OBSA:
Object :	Sub Unit:	Dept Object :
Sub Object :	Appr Unit :	Dept Revenue :
Revenue : R401	BSA:	
Sub Revenue :	Sub BSA:	

12. Click Save. Click Validate. Check for errors and correct them. Click Validate again.

Note: The Fund Accounting section is populated with elements from the accounting template.



- 13. Click **Submit** after all the errors have been corrected.
- 14. A message is returned *Document submitted successfully*. The document changes to a Final document. (In Production, the document is submitted to Workflow for approval).
- 15. Open **Posting** from the Secondary Navigation panel to view the debits and credits posted for this CR.
- 16. Click **Close** to exit the document.
- 17. Click the **Home** Action Button to clear the screen and return to the Home Page.





Exercise 2 – Create a Template for a new CR document.

Scenario

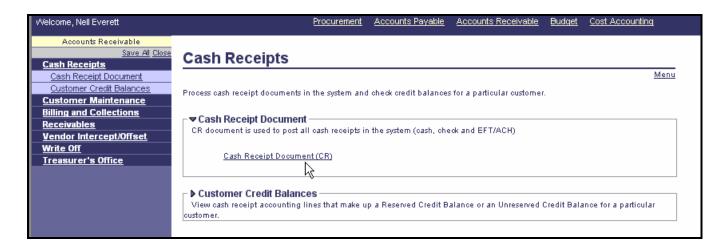
On a daily basis you use the CR document to record funds for the same department, event type, fund, and revenue source. You want to set up a template to use for processing revenue using a Cash Receipt (CR) document.

Task Overview

You will find the document you created in the previous exercise and create a template for future use.

Procedures

- 1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
- 2. Select Cash Receipt Document (CR) from the Cash Receipt Document section.



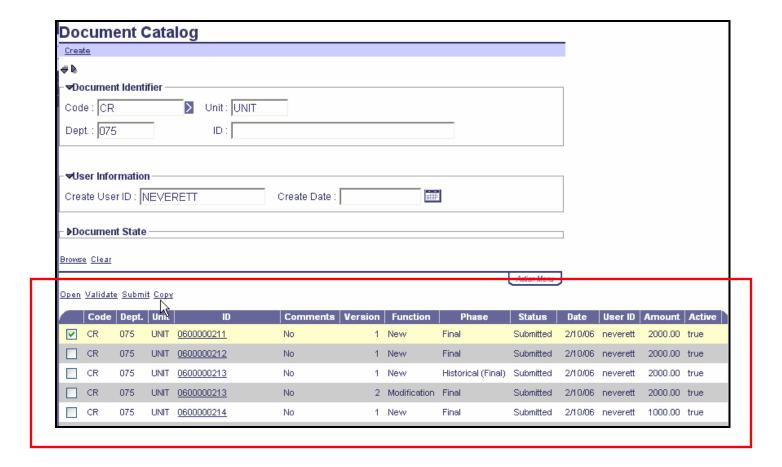
The Document Catalog populates with the CR documents list. Enter the following information.

Required Fields	Values
Code	CR
Dept	See Student Card
Unit	Unit
ID	Enter the document ID from the previous exercise

4. Click **Browse**. Select the document you created in the last exercise by checking the box next to the document ID. (**Do not open the document**).







- 5. Select **Copy.** A new CR document opens to the Copy Document page.
- 6. Enter the following information:

Required Fields	Values
Document Dept. Code	Enter the Dept code from your student card
Document Unit Code	Unit
Document ID	CRTemplate (add your initials to the CRTemplate ID)

7. Click Create Template.



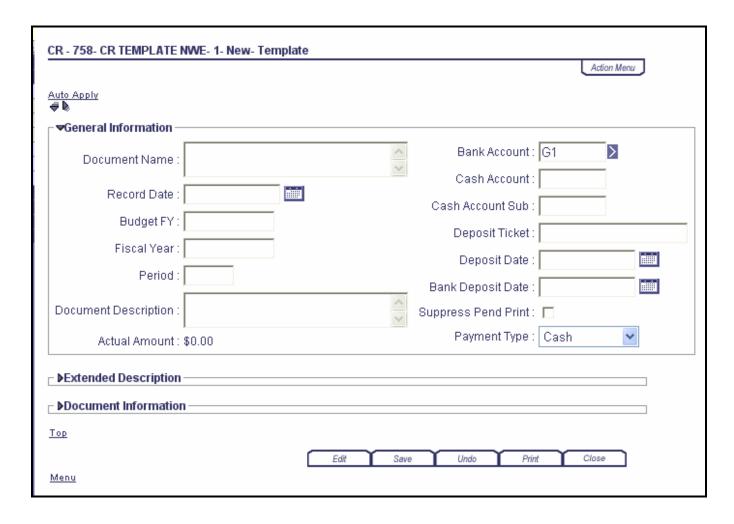


Copy Document
Source Document
Document Code : CR
Document Department Code : 075
Document Unit Code : UNIT
Document ID : 0600000211
Target Document
Document Code : CR
Document Department Code : 075
Document Unit Code : UNIT
Document ID : CR TEMPLATE NWE
Auto Numbering : 🔲
Create Template : 🔽
Copy Document Cancel

- 8. Click **Copy Document**. A new Draft document opens to the Header.
- 9. Open the Vendor section. Blank out the dollar amounts on the Vendor section.
- 10. Open the **Accounting** section and blank out the dollar amount.
- 11. Click **Save**. This creates a blank form to use as a template for future documents. The template is stored in the Document Catalog as **CR Template (your initials)** for future use.







12. Click **Close** to exit the document.





Exercise 3 – Process a CR document for multiple revenue sources.

Scenario

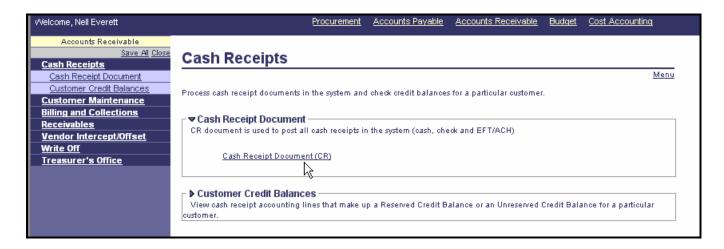
Funds have been received from multiple revenue sources and must be entered into the system using the CR document.

Task Overview

You are already signed on to the system. Open the Document Catalog and select the CR template you created in the previous exercise.

Procedures

- 1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
- 2. Select Cash Receipt Document (CR) from the Cash Receipt Document section.



3. The **Document Catalog** opens to the CR documents list. Enter the following information:

Required Fields	Values
Code	CR
ID	CRTemplate + your initials

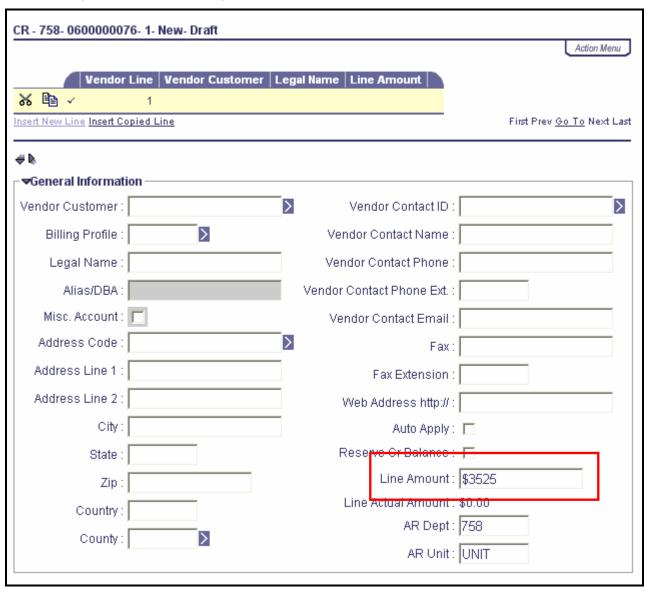
- 4. Click **Browse**. Select the template you created in the last exercise by checking the box next to the document ID. (**Do not open the document**)
- 5. Select **Copy.** A new CR document opens to the Copy Document page. Enter the following information:





Required Fields	Values
Document Dept. Code	Enter the Dept from your Student Card
Document Unit Code	Unit
Document ID	Select Auto Numbering

- 6. Click **Copy Document**. A new Draft document opens to the Header.
- 7. Open the **Vendor** section from the Secondary Navigation Panel. Enter **\$3525** in the **Line Amount** field for your total Cash Receipt amount.

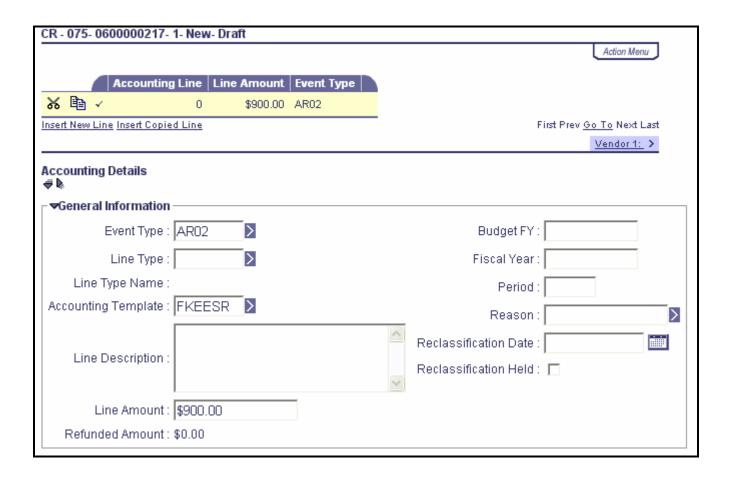


8. Click the **Accounting** section from the Secondary Navigation panel. The page opens to the General Information section.

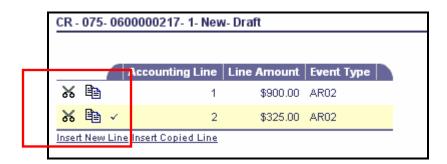




9. Enter \$900.00 in the Line Amount field.



- 10. Click **Save**. Return to the top of the page. Accounting Line 1 is created for \$900.
- 11. Click the Copy Icon

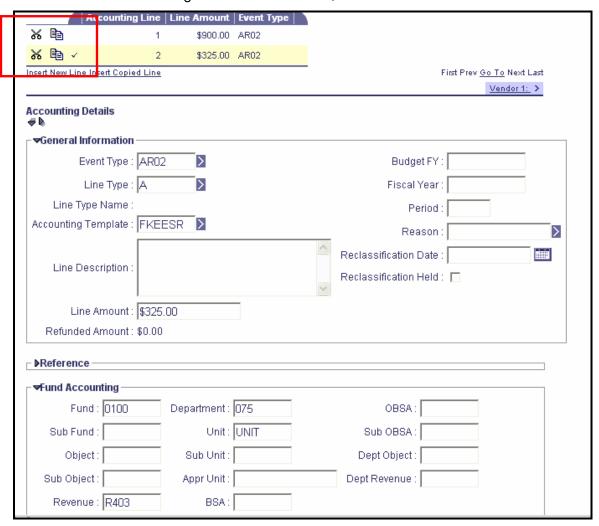


- 12. Click **Insert Copied Line**. A second line is created.
- 13. Open the **Accounting** section and change the Line Amount to \$325.
- 14. Open Fund Accounting. Enter R403 in the Revenue field.





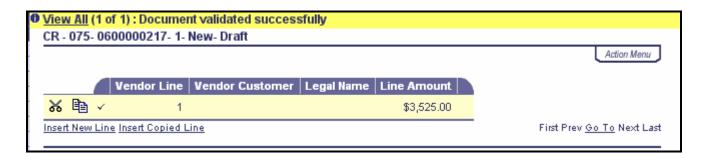
15. Click Save. Accounting Line 2 is created for \$325.



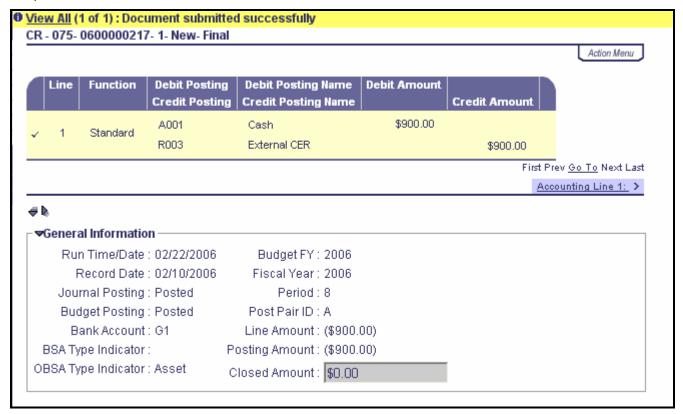
- 16. Click Insert Copied Line. A third line is created.
- 17. Open the **Accounting** section. Enter \$500 in the **Line Amount** field.
- 18. Open Fund Accounting. Enter R404 in the Revenue field. Click Save.
- 19. Click **Insert Copied Line**. A fourth line is created.
- 20. Open the Accounting section. Enter \$1800 in the Line Amount field.
- 21. Open the Vendor section and confirm the Line Amount and the Line Actual Amount are equal.
- 22. Click Validate. Correct any errors and Validate again.







- 23. Click **Submit.** The document changes to a new Final document. (In Production, the document is submitted to Workflow for approval).
- 24. Open **Posting** from the Secondary Navigation panel to review the transactions posted from the CR document. You entered four Accounting Lines so you can click each Accounting Line for the details posted on that transaction.



25. Click Close to exit the document.





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Exercise 4 – Create a CR document using Copy Forward from an RE

Scenario

An RE document has been created that invoiced a customer and funds have been received against the receivable. You need to record the funds in eMARS.

Task Overview

Open the Document Catalog. Search for the RE document on your Student Card to create a new CR document by using the Copy Forward feature. The RE reference information will be inferred on the CR when you use Copy Forward.

Procedures

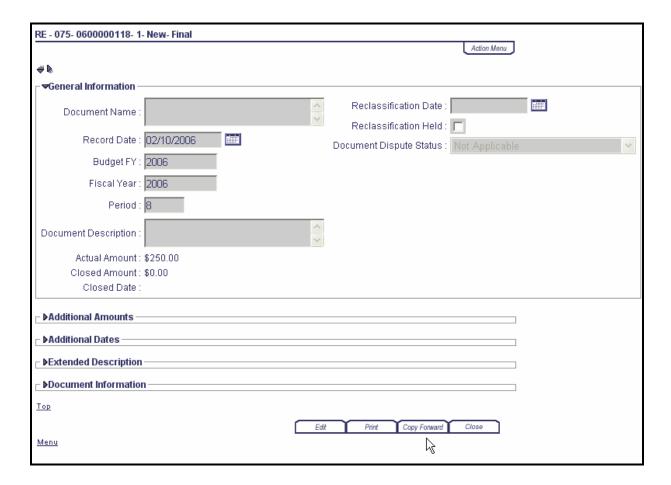
- 1. Open the **Accounts Receivable** Workspace.
- 2. Select the Receivables link and click on Receivable Document (RE).
- 3. The Document Catalog opens to the RE document list. Enter the following information:

Required Fields	Values
ricquired ricids	values
Code	RE
Dept	See Student Card for Dept. Code
Unit	Unit
ID	See Student Card for RE Document ID

- 4. Click Browse.
- 5. Select the document from the list and click **Open**. The RE document opens to the Header.
- 6. Select **Copy Forward** from the toolbar at the bottom of the page.



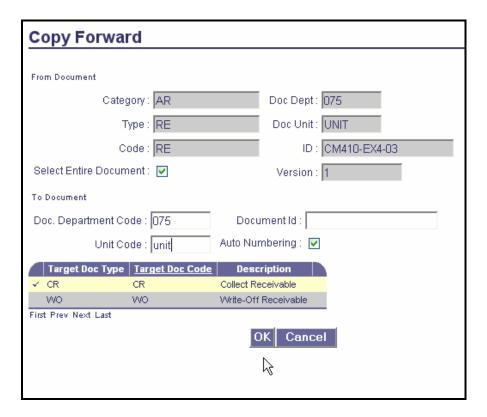




- 7. The Copy Forward page opens.
- 8. Enter the same Codes for **Doc Dept** and **Doc Unit** as the RE Document.
- 9. Select **Auto Numbering**. CR should be checked in the **Target Doc Type**.



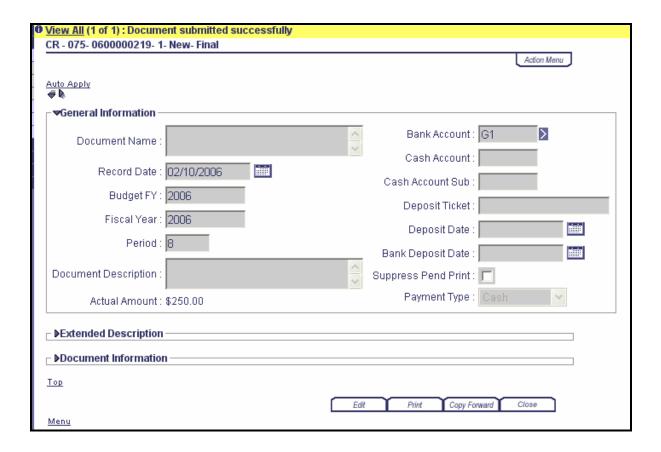




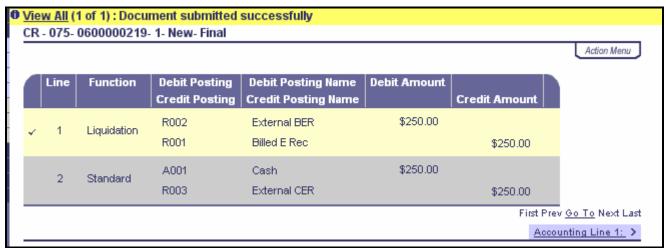
- 10. Click OK. A new CR Document opens to the Header page
- 11. Open the **Bank Account** Pick List and select **G1**. Since the amount of the CR is the same as the RE, then no other information is needed to complete the CR document.
- 12. Click Validate. Correct any errors and Validate again.
- 13. Click **Submit**. The CR document changes to Final.







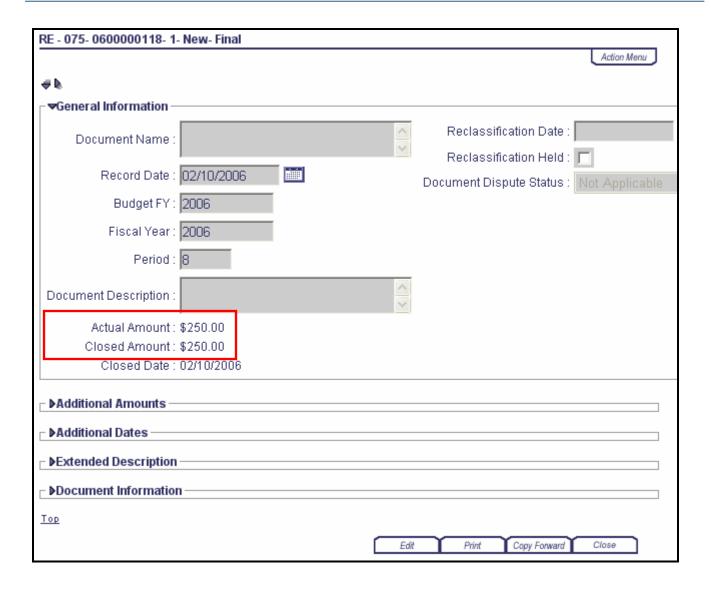
14. Open **Posting** from the Secondary Navigation Panel and view the accounting transactions for this RE. The Debits and Credits are posted.



- 15. Click **Close** to exit the CR document. You are returned to the RE document.
- 16. Click Close to exit the RE document. You are returned to the Document Catalog.
- 17. Click **Browse** to refresh the Document Catalog list. Select the RE document you just closed. Notice the Amount Closed on the Header of the RE document.











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Exercise 5 – Process Electronic Funds Transfer (EFT) Receipt

Scenario

Funds have been received electronically from Customers and need to be entered into the system using a Cash Receipt (CR) document.

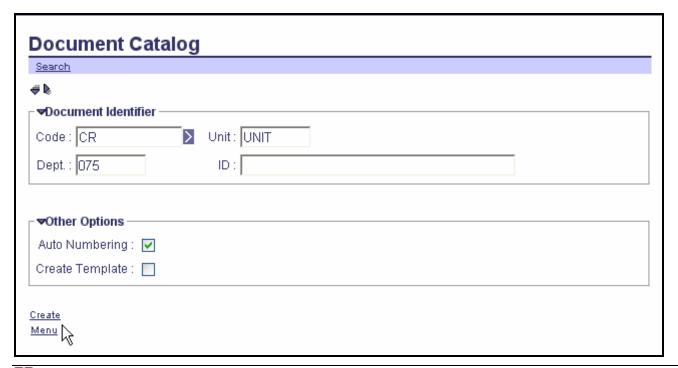
Task Overview

You are already logged in to eMARS. You will create a CR document to process an EFT.

Procedures

- 1. Open the **Accounts Receivable** Workspace from the Primary Navigation panel. Select <u>Cash</u> <u>Receipt Document (CR)</u> from the Cash Receipt Document section. The Document Catalog opens.
- 2. Click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	CR
Dept	See Data Card
Unit	Unit
Other Options	Select Auto Numbering

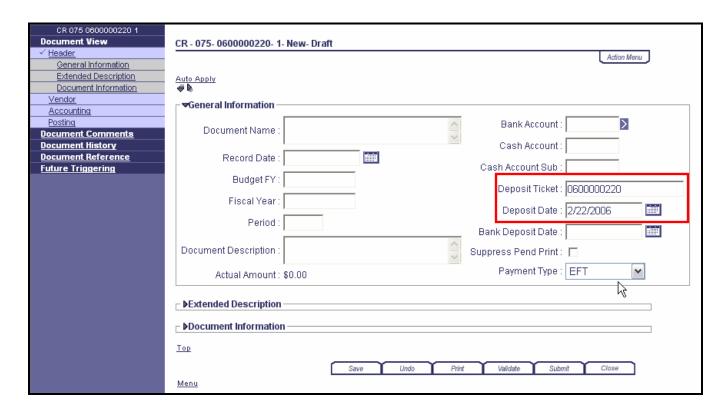






- 3. Click Create. The new CR document opens to the General Information section.
- 4. Enter the following information:

Required Fields	Values
Bank Account	Select G1 from the pick list
Deposit Ticket	Required – Copy this CR Document ID into the field
Deposit Date	Required – Enter Current Date
Payment Type	EFT



- 5. Click the Vendor section from the Secondary Navigation panel. The page opens to the General Information section.
- 6. Click Insert New Line. Enter \$1500 in the Line Amount field.
- 7. Open the **Payment Information** subsection. Enter an EFT Number **999999**.

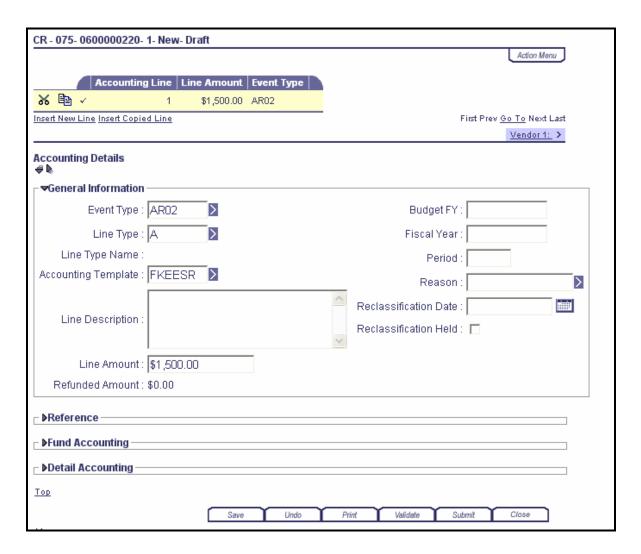






- 8. Click the **Accounting** section from the Secondary Navigation panel. The page opens to the General Information section.
- 9. Click **Insert New Line**. A new page opens to Accounting Details General Information section.
- 10. Enter the following information in General Information:

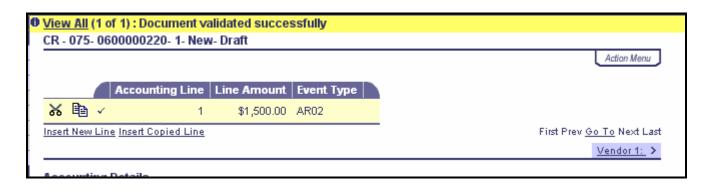
Required Fields	Values
Event Type	AR02
Accounting Template	See Data Card
Line Amount	\$1500



- 11. Open the **Fund Accounting** section and enter the **Revenue Code** from your Student Card.
- 12. Click Save. Click Validate. Correct any errors and validate again.







13. Click **Submit**. A message is returned *Document submitted successfully*. The document is now a Final document in the Document Catalog.

NOTE: In production, this document will be submitted to Workflow for approvals.

14. Click Close to exit the document.





Exercise 6 – Approve a CR document from your Worklist

Scenario

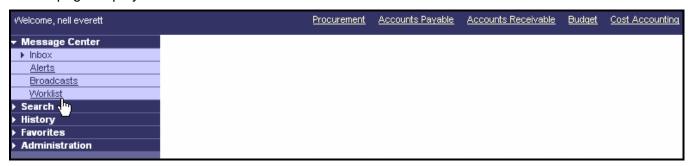
A CR document has been submitted and is in Workflow for approval. During training CR documents will not require approval; however, in the production environment, CR documents will require Agency as well as Treasury approval.

Task Overview

You are already logged in to eMARS. You will open your Worklist, find the CR documents requiring approval and either approve or reject them so they are submitted to Treasury.

Procedures

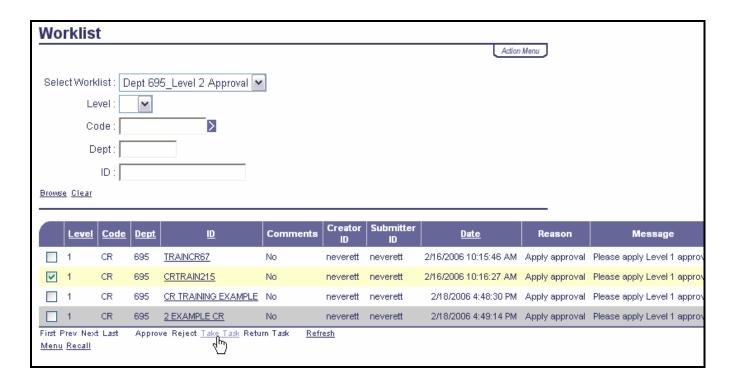
1. From the Secondary Navigation panel open **Message Center.** Select **Worklist.** The Worklist page displays.



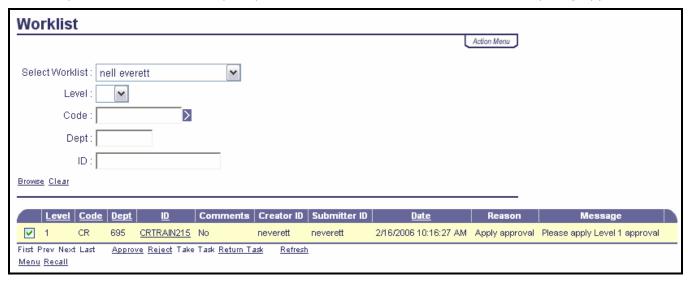
- 2. Open the Group Worklist from the **Select Worklists** field. The page populates with a list of documents ready for your review. You will only see documents you have the authority to approve.
- 3. Check the box to select the Document from your Student Card.
- 4. Select <u>Take Task</u> from the action bar below the list. This places the document in your personal Worklist.







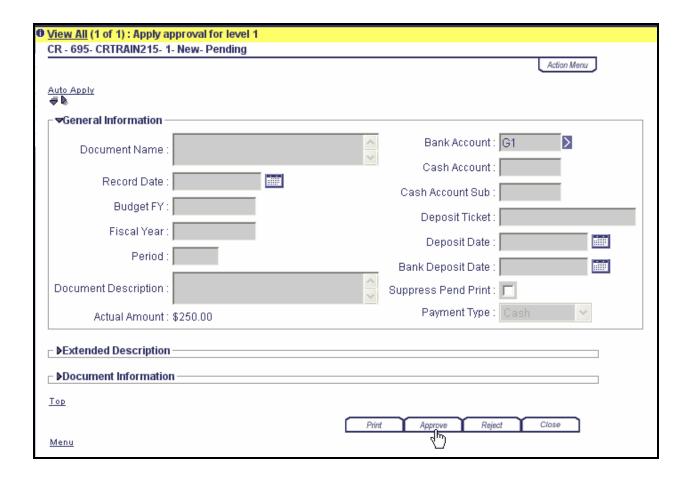
5. Open the document from your personal Worklist. Review the document requiring approval.



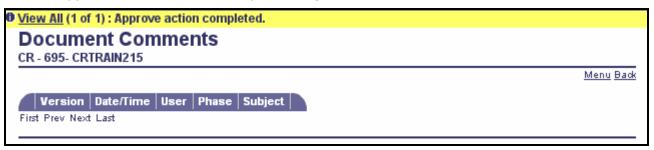
6. Select **Approve** from the Action Bar at the bottom of the page. The document is approved and returned to Workflow for final processing.







A message is returned that the document is approved. The document will return to workflow for the next approval or move to Final for processing.



Log Out of eMARS

You will conclude this class by logging out of the application.

 Click Logout. This closes the eMARS application and ends your session. You can now close the open browser windows.





Answers to Review Questions

Question #1 A Cash Receipt (CR) document is always approved by the Treasury to record the receipt of cash, checks or EFT transactions.

1 True

Question #2: You can only create a CR if you have a Receivable (RE) document in the system.

2 False

Question #3: CR must reference a vendor or customer for the funds to be properly recorded.

3 False – All funds can be applied including Cash, Checks and EFT without referencing a Customer

Question #4: What is the purpose of validating a document?

4 Check for errors

Question #5: Once an Agency completes a CR document, the money is automatically deposited in the bank account indicated on the document.

False – the CR is not deposited until it reaches the Treasury and they have applied the final approval for deposit.

Question #6: A document template can be beneficial for the following reason:

6 (C) As the basis for a new document with the same accounting strip for documents you use repeatedly

